

Penguin Random House POS Binders Kit Summary Crawfordsville, IN

The following summary is for your convenience as a quick reference only. It is not intended to cover all of our specifications; however, we feel it is helpful to vendors who are already familiar with our requirements.

Pallets:

- No block pallets will be accepted. Use of block pallets may result in charge backs.
- Size: 48" x 40" (121.9 cm x 107.6 cm)
- Maximum weight: 2500 lbs. (1134 kg)
- Maximum height from floor to top of pallet: 51" (129.5 cm) including height of pallet. 46" (116.8 cm) if using non-PRH pallets
- Replenishment: purchasing@randomhouse.com

Cartons:

- Standard Case packs will be multiples of 12 unless stated differently on the purchase order.
- Initials 100% cartoned unless otherwise specified
- Use 2" tape to seal top of cartons
- Stenciling 3/8" minimum size
- Stencil one long side panel and one end panel (or two side panels) with:

Title	Full ISBN (SKU)
Quantity (books per carton)	Gross Weight in pounds
Retail price (U.S. and Canadian)	Version Code
Imprint/Publisher	On Sale Date (initials only when required) (MM/DD/YY)
Country of Origin	
- Maximum Size: 15" height, 22" length, 11.5" width (381 mm x 558.8 mm x 292.1 mm)
- Minimum Size: 4" height, 9" length, 6" width (101.6 mm x 228.6 mm x 152.4 mm)
- Maximum Weight: 35 lbs. (15.88 kg)
- Burst test minimum 200 LB test 'C' flute single wall, or ECT 32 equivalent with same side impact protection

Shipping:

- For shipments under 200 lbs.(90.72 kg), ship prepaid via UPS
- For shipments over 200 lbs (90.72 kg), call transportation at 1-410-386-7792 for routing 24 hours before books are complete.
- After hours (4:00PM- 12:30AM EST) contact transportation at 1-410-386-7707 to arrange pickups.
- A copy of the packing list or bill of lading MUST be faxed to 1-410-386-7716 before the shipment arrives, listing ISBN, title, warehouse production order #, number of cartons, number of books per carton, retail price (US and Canada), and total # of books shipped by ISBN
- Double stacking is permissible, but only with prior approval
- Consolidate multiple shipments same day
- Specify on Bill of Lading "Call for delivery appointment 24 hrs in advance" for all shipments call Receiving at 1-765-362-5125.

All **initials and reprints** go to:

Penguin Random House
1021 North State Road 47
Crawfordsville, IN 47933

Receiving Department Phone:
1-765-362-5125 or 1-765-361-2718

Chargebacks:

- We reserve the right to return all shipments to you for correction at your expense if they are not in accordance with our specifications, or to correct the shipment ourselves and bill you for the correction. Minimum chargeback is \$200 per billing.

For information or help interpreting these instructions please send your questions via e-mail to scdaily@randomhouse.com or contact Pam at 410-386-7081/ Jeanie at 410-386-7086.